



COMMUNITY DEVELOPMENT DEPARTMENT

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**FILING REQUIREMENTS
FOR**

EXTENSION OF TIME

A. PURPOSE

The Extension of Time process is intended to provide an applicant additional time to commence with an approved project. Applications for Extension of Time must be made prior to the expiration of the subject approval. Extension of Time applications must be consistent with Sections 17.20.180, 17.24.120, 18.54.070, and 18.74.250 of the Municipal Code.

B. FILING REQUIREMENTS

1. Uniform Application
2. Letter of Request (see section C)
3. Filing Fee

C. LETTER OF REQUEST

The application for extension of time shall be accompanied by a letter of request which must include specific reasons for the delay and why the approved project has not been constructed or commenced within the approved time of expiration.